

On-Hire Employee Timesheet Instructions

RPR Trades uses online timesheets where applicable for clients (host employers) in every state. This online timesheet also encompasses the interpretation of the timesheet (breakdown of hours according to the Award rules).

If you are instructed by your Consultant that your host employer (assignment) requires On-Line timesheets, please follow the instructions below to ensure you are paid accurately and on time. Your on-line timesheet should be submitted for approval by 10am Monday morning.

Log in to the RPR Trades Database by visiting www.rprtrades.com

Click on the Menu Item -> **Employees**



[Home](#) [Employers](#) [Employees](#) [Locations](#) [About](#) [Insights](#) [Contact](#)

Scroll down and select -> **Employee Area**

Access for Existing RPR On-Hire Employees

Note: Your username & password for the Payroll System and Employee Areas are different!



Employee Area

You will be emailed your login details in a separate email, as per below:

Subject: Log on to RPR Trades's new candidate web site

Message:

Hi Training,

Below are your log on details to our web site where you can:

- Update your details
- Update your skills
- Upload files
- ...and much more!

User name: yknot@████████████████████

Password: vmfdjeyr

Please log in to: <https://rpr.recruitonline.com.au/>

Kind regards,

On-Hire Employee Timesheet Instructions

Enter these details in the relevant field below:

Login As -> **Candidate**

Recruit Online Login:

Username:

Password:

Login As:

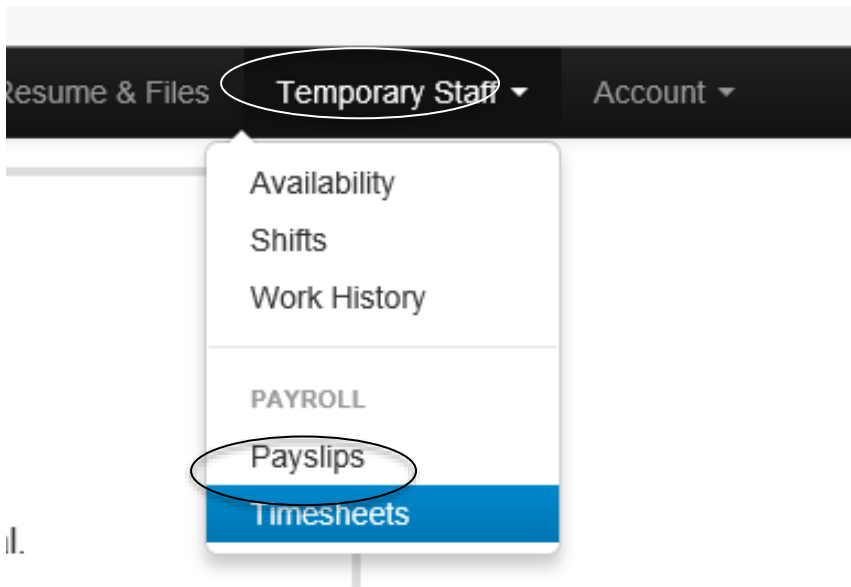
[Login](#)

Once you are logged in, you can see several areas where you can update your personal details. Please keep your address, phone number, email address and availability up to date.

Entering a Timesheet

Click on -> **Temporary Staff**

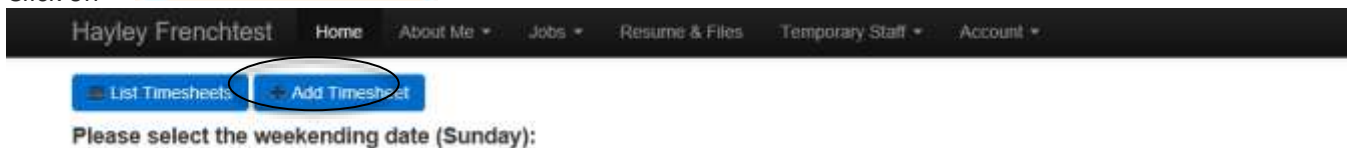
Select -> **Timesheets**



ii.

[+ Add Timesheet](#)

Click on ->



Note: If you have had several different roles with RPR Trades you may have several options to choose from, in this case you are selecting your current placement.

On-Hire Employee Timesheet Instructions

At the end of the correct **Company Name | Job | Week Ending Date** -> click -> **Add**

Hayley Frenchtest Home About Me Jobs Resume & Files Temporary Staff Account

List Timesheets Add Timesheet

Please select the weekending date (Sunday):

Show 100 results Search:

Company Name	Job	Week Ending Date	Add / Edit
RPR Trades	Payrol testing DDCHF	08/10/2017	Add
RPR Trades	Payrol testing DDCHF	15/10/2017	Add
RPR Trades	Payrol testing DDCHF	22/10/2017	Add
RPR Trades	Payrol testing DDCHF	29/10/2017	Add
RPR Trades	Payrol testing DDCHF	05/11/2017	Add

Showing 1 to 5 of 5 results Prev

Note: You need to enter your hours in 24 hour time i.e. 4.30pm is 16.30. You can either type this in as 16:30 or you can use the clock face (pop up when you hover over the time) to enter your hours.

Enter in your hours for each day of the week and click -> **Submit** (to save)

List Timesheets Add Timesheet Mark Smith ~ you have timesheets to submit

Mark Smith @ National Pump & Energy - Yatala

Week Ending: Sunday 4th of October

Monday - 28/09/2020 **+ Shift**

Working **Shift Start** 06:00 **Shift Finish** 16:30 **Break Start** 12:00 **Break Finish** 12:30 **+ Break**

Tuesday - 29/09/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Wednesday - 30/09/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Thursday - 01/10/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Friday - 02/10/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Saturday - 03/10/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Sunday - 04/10/2020 **+ Shift**

Working **Shift Start** Shift Start **Shift Finish** Shift Finish **Break Start** Break Start **Break Finish** Break Finish **+ Break**

Submit

On-Hire Employee Timesheet Instructions

If you want to enter your hours **daily**, after completing the first day as above... The next day you log in select -> **Edit Hours**

Online Timesheets

List Timesheets Add Timesheet Mark Smith ~ you have timesheets to submit

National Pump & Energy - Yatala
Yard Person - Warehouse hand ~ Week Ending: 04/10/2020



Show 100 results Search:

Start Date	Start Time	Finish Time	Breaks	Hours	Leave
28/09/2020	06:00	16:30	0.5	10	
Total:				10	

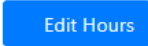
Update your hours as advised above (24hr format). Once completed click on the **Submit** button at the bottom of the page – please make sure total hours are correct.

You can also add any notes if you need to.

Once all hours for the week are entered in correctly -> **Submit your Hours**

List Timesheets Add Timesheet Mark Smith ~ you have timesheets to submit

National Pump & Energy - Yatala
Yard Person - Warehouse hand ~ Week Ending: 04/10/2020



Show 100 results Search:

Start Date	Start Time	Finish Time	Breaks	Hours	Leave
28/09/2020	06:00	16:30	0.5	10	
Total:				10	

Showing 1 to 2 of 2 results Previous 1 Next

Payroll Notes:

+Add Reimbursement

To be processed **you need to submit these hours.**

Submit Your Hours »

Save Note

On-Hire Employee Timesheet Instructions

Finally:

Select your -> **Supervisor / Approver** to approve your hours

Confirm the Employee Acknowledgement

Confirm that you have not been injured whilst on assignment (or enter in Notes)

Select -> **Submit Time Sheet**

List Timesheets Add Timesheet Mark Smith - you have timesheets to submit

Submitted hours cannot be changed in any way for this week ending for this order.

Choose a Supervisor/Approver

Employee Acknowledgement:

I acknowledge that the hours and/or allowances submitted on this time sheet are true and correct.

I acknowledge that I have not been injured whilst on assignment. [Edit details of injury.](#)

Send Message To Supervisor/Approver:

* Optional

Please enter full name here to sign Timesheet.

Submit Time Sheet

Your hours will now be sent to your Supervisor for approval.

If you realise you have input your hours incorrectly, please call your consultant immediately.

If you have any issues, please call your consultant.

Please note online timesheets can not be changed once approved.